

# Health and Safety

## Health and Safety Policy



### Statement

1. Weston College Corporation 'the Employer'; the Principal and Chief Executive with the Vice Principals and the Corporation shall ensure compliance with all relevant legislation. They will apply the principles of best practice in the discharge of this duty.
2. Weston College will ensure the health, safety and welfare of all persons who may be affected by College activities. They will maintain safe and healthy working conditions and equipment for employees and provide a safe, healthy and supportive environment for learners, in so far as it is reasonably practicable.
3. Weston College is committed, in partnership with the Skills Funding Agency, (formerly LSC) to promoting the Safe Learner Concept, to ensure learners understand the importance of Safety, and that learners develop the ability to identify hazards that may affect them and others, and to develop an understanding of the control measures used to minimise the associated risks.
4. Weston College acknowledges its 'duty of care' to ensure that not only its employees but also those persons other than its employees, e.g. learners, visitors, contractors, and members of the general public, are not put at risk as a result of the carrying out of its business operations, so far as is reasonably practicable.
5. A Health and Safety Committee, consisting of management and employee representatives shall meet on a regular basis to consult and discuss all aspects of health and safety within the College.
6. No employee shall be required to undertake any health and safety function without prior consultation and, where necessary, training.
7. Specialist consultants shall be engaged, where necessary, to advise on specific safety issues and/or hazards and the means of their control.
8. All employees shall receive adequate information, instruction and training, as appropriate, to enable the safe discharge of their contractual duties. Learners shall receive Health and Safety information at Induction into the College and at appropriate intervals during their course.



1746896326

9. Weston College acknowledges the importance and contribution of all employees and learners in the formulation and implementation of health and safety procedures and systems and shall consult appropriately on all such issues.

### Organisation and Responsibilities

The legal responsibility for compliance with Health and Safety legislation cannot be devolved to others by the Principal and Chief Executive. The Corporation acknowledges its responsibility for ensuring that all statutory requirements are carried out and that the College discharges its legal duties in an appropriate manner.

### Principal and Chief Executive

The **Principal** is accountable to the Corporation for the implementation of the Health and Safety Policy. He/she will, by delegating certain duties to Vice Principals, Managers and Supervisors, ensure that:

1. The **Safety Policy Statement** and **General Policy Statement** is brought to the attention of all employees, learners, and contractors.
2. **Codes of Practice** are available for each work activity carried out by the Corporation; a copy of each Code of Practice is made available to relevant employees and a record of distribution is maintained.
3. Other health and safety **information** is communicated to relevant employees.
4. Adequate **first aid procedures** exist including the provision of sufficient properly trained first aiders and that all employees and learners are aware of the arrangements.
5. **Accidents** and **incidents** are reported using the established procedures and appropriately investigated.
6. **Safety representatives** can carry out their functions including inspections and accident investigations and where appropriate, that consultation takes place.
7. **Training** needs are identified and appropriate arrangements are made for training.
8. Requirements under the Control of Substances Hazardous to Health Regulations (**COSHH**) are met.
9. New employees and learners receive appropriate health and safety information including details of the Health and Safety Policy, Codes of Practices, fire drill, emergency evacuation and other Health and Safety procedures.
10. The overall procedures for health and safety are monitored.
11. A copy of the General Policy Statement is displayed in all premises which are the responsibility of the Further Education Corporation.



1746896326

## Executive Director Commercial Services

The Executive Director Commercial Services will:

1. Be responsible to the Principal for the day-to-day management and implementation of the College Health and Safety Policy.
2. Be responsible for carrying out delegated duties in the absence of the Principal. his/her absence.
3. Ensure that all new employees receive all appropriate Health and Safety information/training including policy statement.
4. Ensure that relevant Health and Safety information is communicated to all employees.
5. Secure sufficient funds to meet and deliver health and safety training identified for implementation of the Policy Statement.
6. Chair the College Health and Safety Committee and promulgate minutes of the meeting.
7. Promote awareness of welfare and health and safety issues.

## Vice Principal Curriculum and Entrepreneurship

The Vice Principal Curriculum and Entrepreneurship will:

1. Ensure that all new learners are given appropriate Health and Safety Induction at the start of their course.
2. Ensure that accidents to learners are reported using the established reporting procedures and copies are forwarded to the Environmental Services Office.
3. Ensure that Health and Safety training needs for academic staff are identified and requirements are forwarded to Environmental Services Office/staff development.
4. Ensure that the overall procedures for the health, safety and welfare of learners are monitored.
5. Ensure that specialist equipment used to instruct learners is maintained in accordance with legislative requirements and/or manufacturers' instructions as appropriate and records kept.
6. Ensure that where engineering controls are impractical, Personal Protective equipment is readily available to both academic staff and learners and is maintained, stored and used correctly.



1746896326

7. Ensure that written safe systems of work are in place and followed for all learning activities where appropriate.

### **Environmental Services Office**

The Environmental Services Officer will be directly responsible to the Vice Principal Corporate Services and Planning for the following specific duties:

Establishing arrangements for dealing with health and safety matters such as:

1. The dissemination of health and safety information to all employees.
2. First aid.
3. Accident reporting to comply both with HSE and LSC procedures.
4. Emergency evacuation procedures.
5. Fire procedures.
6. Ensuring accidents are investigated.
7. Ensuring health and safety matters raised by employees are dealt with.
8. Maintaining a central Health and Safety information database.
9. Ensuring compliance with COSHH assessment regulations and maintaining registers.
10. Co-ordinating all aspects of Health and Safety Policy and practice.
11. Ensuring health and safety issues are dealt with or, if this is not possible, for ensuring they are raised with the Vice Principal Corporate Services and Planning.
12. Attending the College Health and Safety Committee.
13. Ensuring that the implementation of the Health and Safety Policy is monitored.
14. Ensuring competent persons or specialists are consulted as necessary, to advise on Health and Safety matters.
15. Maintaining a list of approved work placements providers.
16. Ensuring that the training and updating of staff is implemented.
17. Be available to give technical advice on health and safety matters which may arise during joint Union/Management inspections of the work premises.
18. Maintaining a record of all risk assessments and ensuring appropriate actions are taken.

### **Sites Co-ordinator**

The Sites Co-ordinator will be responsible to the Vice Principal Corporate Services and Planning for the following specific duties:

1. Ensuring compliance with all property related Health and Safety regulations and procedures.
2. The emergency evacuation of College owned or leased premises.
3. Ensuring third parties on site comply with the Health and Safety Policy.
4. Compiling and regularly updating a "Buildings Register" identifying known hazardous substances and materials.
5. Ensuring that any premises related defects and hazards are swiftly dealt with, or if this is not possible for ensuring they are raised with the Vice Principal Corporate Services and Planning.



1746896326

6. Attending the College's Health and Safety Committee.

**All Second and Third Tier Managers/Members of Senior Management Team**

1. Second and Third Tier Managers are responsible, *in* so far as is reasonably practicable, for implementing the Health and Safety Policy within their areas of activity.
2. In particular they are responsible for:
  - Ensuring that activities under their control are carried out, as far as is reasonably practicable, safely and without risk to health.
  - Monitoring the implementation of the Health and Safety Policy in their area of responsibility.
  - Carrying out inspections of the workplace and equipment.
  - Ensuring that individual employees are aware of their responsibility for health and safety.
  - Making suitable arrangements for consultation with employees' safety representatives.
  - Ensuring that employees and learners under their control are adequately trained, informed, instructed and supervised.
  - Ensuring that Codes of Practice appropriate to their areas of activity are brought to the attention of all employees in the group.
  - Ensuring that Codes of Practices are complied with and appropriate safety signs or notices are displayed.
  - Ensuring that relevant health and safety information is communicated to employees and learners.
  - Ensuring that first aid procedures are complied with.
  - Ensuring that all accidents occurring in their areas of activity are reported, that an accident report form is completed and a copy forwarded to the Environmental Services Office.
  - Ensuring that reasonable arrangements for allowing safety representatives to carry out their functions are complied with.
  - Identifying training needs of employees within their areas of activity.
  - Ensuring that employees and learners are aware of fire procedures and emergency evacuation procedures.
  - Ensuring that new employees receive all appropriate health and safety information/training including Faculty/Departmental safety procedures.
  - Carrying out regular risk assessments in their areas of activity to comply with EU directives, reporting if appropriate to the College's Environmental Services Officer any practice, premises, equipment etc which gives rise to risk to health and safety.
  - Ensure that all hazards identified by the risk assessments within their area of responsibility are adequately controlled, so far as is reasonably practicable.
  - Ensuring that specialist equipment, within their area of control, is maintained in accordance with legislative requirements and/or manufacturers instructions as appropriate and records kept.



1746896326

- Ensuring that Personal Protective equipment, within their area of responsibility, is readily available for both staff and learners and is maintained, stored and used correctly.

### All Line Managers and Supervisors below Third Tier Level

All Line Managers and Supervisors are responsible for ensuring that the Health and Safety Policy arrangements that have been made are implemented in their areas of activity. As a general rule Managers' direct responsibility for health and safety is determined by the extent to which they have authority to take executive action.

In other words, if they have the responsibility to make the general decision about some aspect of their work, they are responsible for the health and safety implications of that decision.

### All Employees and Learners

All employees and learners are reminded of the need to report any accidents that occur at college. Failure to do so may lead to difficulties when employees claim industrial injury benefit, or when learners claim the equivalent benefit under the analogous industrial injuries scheme.

Any employee having or identifying a problem about health and safety must raise the matter with his or her Line Manager or Supervisor. Employees who, during the course of their duties, are required to visit premises other than their normal place of work, they must comply with those health and safety instructions in force at those individual establishments. Learners should report Health and safety concerns to their Tutor.

**The attention of all employees is drawn to the following:**

#### Section 7 of the Health and Safety at Work Act 1974

This requires employees to take reasonable care for their own health and safety and that of other people who may be affected by their acts or omissions. To co-operate with the College in meeting its responsibilities towards health and safety at work.

#### Section 8 of the Health and Safety at Work Act 1974

This states that no person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

**Any breach of the foregoing sections of the Act will be treated as a breach of *the conditions of service, misconduct or gross misconduct, depending on the circumstances, and disciplinary action may be taken.***

All employees have responsibilities under the Management of Health and Safety Regulations 1999 to report any possible hazards or defects to their Line Manager or Supervisor.



1746896326

All employees and learners will be given access to the College’s Health and Safety Policy and are asked to make themselves familiar with all documents relating to health and safety in the Further Education Corporation.

**Safety Representatives and Safety Committee**

The Corporation recognise the importance of establishing a Health and Safety Committee in accordance with the Safety Representatives and Safety Committees Regulations. (See appendix B. Health & Safety Committee terms of reference)

Signed on behalf of the Corporation by:

Name .....

Signed.....

Status      **Chair of Governors**

Date .....



1746896326

### Further Arrangements

The Health and Safety Policy is incorporated, together with other relevant information, procedures, codes of practice and statements, in the Health and Safety section of the extranet and are also available from the Environmental Services Office.

A General Policy Statement (short version, attached) will be posted within the reception/entrance to each College building. The notice will be signed and dated by the Principal and Chief Executive on an annual basis.

Weston College will establish such further arrangements and procedures as from time to time are necessary to enable compliance with this Policy.

### Systems and Procedures

The College will continue to develop, maintain and monitor suitable and appropriate systems and procedures to ensure that there is compliance with legislative requirements.

These systems and procedures enable hazards to be identified and control measures put in place to reduce the risks from those hazards to an appropriate and acceptable level.

All systems and procedures are incorporated in the Health and Safety section on the College Extranet..

### First-Aid

A duty rota of College First-Aiders, trained and certificated to “First-Aid at Work” standard, is maintained and a Duty First-Aider is available at all times when the College is in operation.

A First-Aid Room, First-Aid Kits and suitable supplies are available at all appropriate times.

### Fire Precautions

Fire Alarm and Detection systems and appropriate Fire-Fighting equipment are maintained in serviceable condition, tested at appropriate intervals and certificated in accordance with legislative requirements.

Fire Evacuation procedures *are* maintained, monitored and evaluated at appropriate intervals for effectiveness via practice drills.

Fire Risk Assessments in compliance with the Regulatory Reform (Fire Safety) Order 2006 are completed and reviewed for all College premises.



1746896326

### Accident Investigation

The Environmental Services Officer in accordance with HSE guidelines will investigate all accidents involving staff and learners. Where applicable, recommendations will be forwarded to the appropriate line manager to ensure that risk assessments are reviewed and control measures improved as required.

### Signage

All signage within the College is monitored to ensure that there is compliance with current legislative requirements.

### Information, Instruction and Training

Appropriate information, instruction and training is given to all employees and such other persons as necessary to ensure that no-one is put at unacceptable risk as a result of attending the College's premises or any activity associated with its business operations.

### College Safety Office

The College maintains an Environmental Services Office which is the focal point for the College's commitment to health and safety.

Copies of all relevant documentation and guidance on legislative requirements are held, up-dated and added to as appropriate.

A register of safety professionals and safety organisations is maintained to enable the College to access advice and information as necessary.

Membership of appropriate organisations is maintained to enable the College to participate in meetings, discussions and conferences with similar businesses and operations with the intention of ensuring that the best ideas, systems and procedures are implemented to the benefit of the College, its employees, its learners and others who may be affected by its operations.

## HEALTH AND SAFETY COMMITTEE TERMS OF REFERENCE

### 1. Aims and Objectives

- 1.1 The Committee will seek to promote and secure the health, safety and welfare of all persons having resort to College premises, through the co-operation of all employees and the publication of a—Health and Safety practices and procedures

### 2. Establishment

- 2.1 The Committee will comprise of representatives from each faculty and service provider and from accredited staff Health and Safety Representatives. The size of membership of the Committee will be jointly agreed and may vary from time to time. The Committee will meet at least quarterly. The quorum for decision-making must be 50% of the group membership; advisors and ex-officio members are not included in the quorum.



1746896326

- 2.2 The College is ultimately responsible for the regular and effective checking of Health and Safety precautions and for ensuring that its declared Health and Safety Policy is fulfilled. The work of the Committee must be seen as supplementing the arrangements introduced by the College for ensuring the continued well being of all. Where necessary, persons with specialist knowledge or skills may be co-opted to the Committee in an ex-officio capacity.

### 3. Operational Function

- 3.1 The main function of the committee is to:

- A Advise on the development of the Health and Safety policies, procedures and safe working practices contained therein,
- B Monitor and review all reportable incidents (RIDDOR) and all incident investigation reports,
- C Review incident statistics and trends in order that reports can be made on unsafe conditions and practices, together with recommendations for corrective action,
- D Consider Health & safety Audit reports which Health and Safety Representatives may wish to submit,
- E Monitor inspections of workplaces in the form of Health & Safety Tours,
- F Monitor the arrangements for Learner work place assessments
- H Consider reports and factual information provided by inspectors of the enforcing authority appointed under the Health and Safety at Work Act 1974.
- I Submit committee minutes to other functional committees within the risk management structure as required,
- J Produce and submit an annual report to the Corporation,

### 4. Committee Membership

- 4.1 Membership of the Committee is as follows:  
Chair - Vice Principal Corporate Services and Planning  
Secretary  
Faculty representatives  
a  
b  
etc  
Staff representatives  
a  
b  
etc  
Ex-officio members  
a Environmental Services Advisor  
a Occupational Health Nurse



1746896326

## 5. Review

5.1 These terms of reference will be reviewed at least annually.

## HEALTH & SAFETY AT WORK ACT 1974

### 1. General Policy Statement

- 1.1. Weston College recognises that occupational safety and health is an integral part of its core business strategy. It believes in cost effective improvements to enhance the environment for staff, students, tutors and visitors. The organisation commits to ensuring that its statutory obligations are discharged and that a process of continual review and improvement will be fostered within the organisation.
  - 1.2. This policy applies to all operating faculties and departments within Weston College. A copy, which is Business Support centred/Faculty specific will be held at each unit, and is to be used as a working document by College personnel to manage health and safety at each unit in a manner commensurate with the responsibilities outlined below.
  - 1.3. All staff are reminded that adherence to the requirements of this policy is a legal requirement, and that any failure to do so may invalidate the organisation's insurance cover or may render them individually liable to prosecution.
2. Weston College will develop and set objectives for safety performance and will strive to achieve these through the application of principles of risk assessment and risk management. The safety objectives will be publicised within the business and communicated to staff via the Extranet. The responsibilities of all managers and staff will be detailed within the policy as will standard operating procedures.
  3. Weston College will provide adequate resources to ensure that the objectives of the policy and its safety arrangements are met. All levels of staff and managers will receive appropriate training to ensure that they act competently.
    - 3.1. Safety equipment and PPE will be provided where the risk assessment identifies the need and the organisation expects the equipment to be used.
  4. Weston College recognises that the achievement of safety is a partnership between the organisation, representative bodies and the employees. The organisation states its objectives and aspirations within this policy and it expects the employees to match this with a commitment to work and conduct their activities in a safe manner. It is vital that the employees report safety defects and concerns to the Corporate Management, Business Support Manager or Faculty Head to enable Weston College to meet its stated objectives.



1746896326

5. Weston College will review and audit the effective management of and adherence to the policy and the safety arrangements. The College Governors and Senior Management Team will review reports on safety performance.

**Signed :**

*(Signed copies are posted at the entrance to each College building.)*

**Dr Paul Phillips**  
**Principal and Chief Executive**

Date :

This Health & Safety Policy document and associated statements  
was reviewed by the Audit Committee on the 8<sup>th</sup> October 2009  
and approved by the Corporation on 5<sup>th</sup> November 2009



1746896326